

ECONOMIC VITALITY RESEARCHER

DISTINGUISHING FEATURES

The fundamental reason the Economic Vitality Researcher exists is to coordinate and undertake a wide variety of economic research designed to support efforts to enhance and promote economic vitality within the City. Incumbents of this classification work in the Economic Vitality Department. This classification does not supervise. Work is performed under general supervision by an Economic Vitality Manager. Economic Vitality Researcher is distinguished from Economic Vitality Specialist by greater degree and scope of the latter's responsibilities.

ESSENTIAL FUNCTIONS

Gathers data on economic and fiscal trends, land, buildings, infrastructure, retail trends, workforce and labor, and other information necessary to help attract new targeted businesses to the community.

Gathers data on the local tourism industry, including hotel market trends, visitor demographics, and analyzes new events and attractions, all designed to assist with a comprehensive tourism development program.

Gathers data on existing older areas of the community, including land and market data, designed to assist with the redevelopment and revitalization of those areas.

Gathers data on the existing business community, including key issues, in order to assist with the development of targeted retention and expansion programs and small business assistance.

Conducts primary or secondary research, and analysis of data. Publishes work in the form of Economic Vitality research reports, in either report form or on the internet.

Assists Economic Vitality staff in any other required work, including updating the website, preparing presentations and reports, and in providing information to clients.

Devises ways of adapting local conditions to the needs of industry and coordinates economic and fiscal impact studies.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles, practices, and methodologies used in economic development and aligned areas (redevelopment, tourism, retention and expansion).

The techniques used in research and statistical analysis.

Ability to:

Prepare and present effective oral and written reports.

Appraise and organize facts.

Efficiently analyze and make recommendations about a variety of projects to businesses, governmental leaders and citizen groups when necessary.

Effectively listen and communicate (both orally and in writing).

Establish and maintain effective working relationships with City employees and officials, other professional developers, other governmental and community agencies, and citizens.

Operate a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement.

Use a variety of computer software

Work in a web-based environment.

Attendance and punctuality are essential functions to this position.

Education & Experience

Any combination of education, training and experience equivalent to a Bachelor's degree in Economics, Geography, Marketing, Planning, Business Administration, or closely related field and one year of recent economic development or aligned field experience, preferably in a research position.

FLSA Status: Exempt or Non-exempt

HR Ordinance Status: Classified or Unclassified